

Administrative - Internal Use Only

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DD/M&S 74-0193

22 JAN 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, History Staff

SUBJECT : FY 1975 - FY 1976 Objectives

1. I would like to meet with each of you during February to discuss the objectives we will be working to achieve during FY 1975 and FY 1976. We will be discussing DCI objectives for this Directorate as they apply to each of your Offices, Deputy Director level objectives, and those Office level objectives which should be tracked at this level. The schedule for these meetings is attached.

2. The regular status reports and management conferences scheduled for February are cancelled and will be resumed in April. If there are any significant variances to the planned milestones through February, please briefly mention them in the 8 March weekly report unless you wish to raise the problem earlier.

3. Detailed action plans need not be submitted for the objectives we will discuss in February. I know action plans exist for a number of the proposed FY 1975 objectives contained in the bimonthly status reports. I would like to discuss the resource (people and dollar) and time constraints of proposed FY 1975-1976 objectives at the February meetings.

4. Since the objectives setting process is a two way street, I would appreciate your ideas on Deputy Director level objectives. Your suggestions should be sent to me by 1 February so that I can have a little time to think about them before the meetings. Within the next few days I will send to each of

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you some of my thoughts about potential Deputy Director level objectives for your Offices. We will discuss your reactions to these at the same time.

for HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Att.

Attachment to
DD/M&S 74-0193

Schedule of Meetings with the
DD/M&S on FY 1975 - FY 1976 Objectives

| <u>Office</u> | <u>Time</u> | <u>Date</u> |
|---|-------------|-------------|
| Training | 1:30 PM | 19 February |
| Security | " | 20 February |
| Communications <input type="checkbox"/> | " | 21 February |
| ISAS | " | 22 February |
| Finance | " | 25 February |
| History Staff | " | 26 February |
| Personnel | " | 27 February |
| Joint Computer Support | " | 28 February |
| Medical Services | " | 1 March |
| Logistics | " | 4 March |
| O-DD/M&S | " | 5 March |

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